



MAYOR AND COUNCIL WORKSESSION

NO. **18(i)** DEPT.: / Community Planning and Development Services
CONTACT: Arthur D. Chambers, AICP, Director, CPDS

DATE: 7/26/04

SUBJECT FOR DISCUSSION:

Cultural Arts Building Issues

ORDER OF DISCUSSION:

1. Size
2. Street Level Plan
3. Contract for Design

GENERAL DIRECTION SOUGHT AND SPECIFIC QUESTIONS TO BE ANSWERED: Prior to awarding the design contract for the cultural arts building, there are a few issues that need to be addressed. The primary issue is the size of the building. Currently, the project budget includes funds to construct a three-story building. FRIT would be responsible for the construction costs of the retail space (approximately 9,500 square feet) After the building is complete, title to the retail space would be transferred to FRIT. The City would retain ownership of approximately 1,800 square feet at the street level and approximately 25,000 square feet on floors two and three.

There has been considerable discussion about adding a fourth floor to the building and a black box theater. Cost estimates were provided to the Mayor and Council in December 2003. The estimate for the additional floor was approximately \$1.3m. The cost estimate to add a black box theater was an additional \$775,000. The current Town Square budget is showing approximately \$2.1m for the public portion of the building construction costs. In order to add a fourth floor, additional funds will need to be identified. At this time, a proposal and contract are being prepared in order to commence the design of a three-story building shell. If the Mayor and Council desire to have a four-story building, funds will need to be identified and the contract revised.

It should be noted that the interior design and construction are being discussed with Rockville Arts Place. The result of those discussions will be a Memorandum of Understanding between the City and Rockville Arts Place. It is anticipated that the MOU will be forwarded to the Mayor and Council in September or October. A representative from RAP would be involved in the design of the building.

The second item is the street level plans. A copy of a draft floor plan for the street level is attached. Approximately 1,800 square feet of space would be located at the north end of the building. Access would be from Commerce Street. The amended and restated GDA provides that the City can lease an additional 1,200 square feet with an option to purchase. Rockville Arts Place has been informed of those provisions and will include that in their analysis and design.

As indicated above, a proposal and contract with WDG Architecture for the design of the building is being prepared for the Mayor and Council meeting on August 2. Within the contract there will be

provisions for input from the Mayor and Council. After the design stage the building will then need to obtain a use permit, after which the final construction plans will be prepared. It is estimated that the total design time will take six to eight months.

LIST OF ATTACHMENTS:

1. Street Level Plan.

BEALL AVENUE

LOADING DOCK

CULTURAL ARTS

Additional
1,200 sq ft

BLOCK 3A
LIBRARY

TRASH ROOM
214

4,365 SF

742 SF

2,703 SF

49'-7"

14'-0"

48'-8"

53'-7"

78'-11"

41'-4"

1,208 SF

796 SF

25'-6"

18'-3"

1,800 SF

47'-1"

15'-6"

15'-4"

32'-8"

50'-2"

1,669 SF

789 SF

789 SF

1,003 SF

83'-8"

96'-8"

8,184 SF



MAYOR AND COUNCIL WORKSESSION

NO. **18(ii)** DEPT.: City Manager's Office /
CONTACT: Jennifer Kimball, City Manager's Office

DATE: July 22, 2004

SUBJECT FOR DISCUSSION: Mayor & Council Goals Update and Quarterly Project Management Reporting

ORDER OF DISCUSSION:

1. Overview of the report format
2. Review individual project sheets
3. Update on status of last year's goals

GENERAL DIRECTION SOUGHT AND SPECIFIC QUESTIONS TO BE ANSWERED:

The Mayor & Council asked staff to report quarterly on the status of projects related to their goals and objectives for the current term. On June 1, the Mayor & Council reviewed a draft project management report and provided feedback on the format and content.

This report incorporates the Mayor & Council's suggestions, and updates the status of each project. A new section is added, in response to a Mayor & Council request, that shows the project milestones to be completed by month (August, September and October). Based on an additional request from the Mayor & Council, a table summarizing the status of last year's goals and action items begins at ©60.

Staff from the relevant departments will be available to answer questions about specific projects. Staff asks the Mayor & Council to share any additional feedback on the format and content of the report, including the new section that presents project milestones by month. Staff also welcomes comments on specific projects.

LIST OF ATTACHMENTS:

1. Cover Memo (pages 1-3)
2. Project Management Report (©1-59)
3. Status of 2002-2003 Goals and Action Items (©60-61)
4. Memo from Neighborhood and Community Services regarding recidivism in property maintenance violations (©62-68)




City of Rockville

MEMORANDUM

June 21, 2004

TO: Catherine Tuck Parrish
Acting City Manager


FROM: Jennifer Kimball 
Assistant to the City Manager

SUBJECT: Project Management Report

As part of the goals and objectives of the current term, the Mayor and Council asked staff to track progress on selected City projects. On June 1, the Mayor and Council discussed a draft project management report developed by staff. The attached report incorporates the Mayor and Council's comments and suggestions, and updates the status of each project.

Report Format

The project management report begins at ©1. Similar to the draft report reviewed in June, it begins with a table of contents organized by goal. Based on a suggestion from the Mayor and Council, the projects that are not part of the Mayor and Council's current goals are listed under the most relevant goal as "Additional Related Projects."

The report includes a table for each project that lists milestones, original target dates, current target dates, and completion dates.¹ Icons identify steps that involve the public () and decision-making by the Mayor and Council (*). In response to the Mayor and Council's request, this report includes two new projects: Noise Studies and Inventory of Properties in Lincoln Park.

¹ For construction projects, the completion date listed indicates the date that the construction is completed.

The Mayor and Council also expressed interest in viewing the milestones by month to help understand how much work and what kinds of work would be completed during each month of FY 2005. Three tables, beginning at ©53, list the project milestones that will be completed in August, September and October. It also shows the lead department responsible for each milestone. If the Mayor and Council find the information useful, we will continue to include these tables in each project management report.

We will produce another project management update in October 2004 that provides updated information for each project and incorporates any additional feedback.

Comments Related to Specific Projects and Initiatives

Pedestrian Safety. The effort to assess pedestrian safety at state and county intersections is underway (see ©31). Based on the work to date, staff reports that the following intersections are substandard for pedestrian activity and require various improvements:

- MD 355/King Farm Blvd.
- MD 355/Redland Rd.
- MD 355/N. Washington St.
- MD 355/Gude Drive
- MD 355/Wootton Pkwy.
- Shady Grove Rd./Fallsgrove Blvd.

Staff met with the County Department of Public Works and Transportation to discuss potential improvements and will draft a letter to the State Highway Administration to obtain permission to improve these locations.

In addition to the activities described in the project management sheets for pedestrian safety, DPW staff is working with the Fallsgrove and King Farm Traffic Committees to address pedestrian enhancements in those communities.

Traffic Calming. DPW is focusing attention on traffic calming since it is one of the Mayor and Council's objectives. The department is re-thinking how traffic calming work is completed and developing performance measures to assess the results of the work. Staff is taking advantage of maps and multiple years of data to link performance measures to the Mayor and Council's goals and objectives for traffic calming.

For example, DPW records the top speeding locations in the City over multiple years to assess how traffic calming measures impact speeds in those key locations. DPW also tracks a series of performance measures for every planning area in the City, such as the percent of streets with sidewalks on 1 or 2 sides of the street. Staff is developing a presentation on this performance measurement effort to share with the Mayor and Council during a worksession this fall.

Property Maintenance/Code Enforcement. One of the Mayor and Council's expected outcomes is "to develop and implement a plan to reduce recidivism rates among property maintenance violators." A team in Neighborhood and Community Services has spent the past two months studying recidivism rates and developing strategies to address recidivism. A memo attached at ©62-68 outlines their work to date, and recommendations to further reduce recidivism in property maintenance violations.

Analysis of Neighborhood and Community Services. In an effort to build the capacity and value of NCS programs and services, the department is undertaking some targeted strategic thinking and planning through the remainder of the calendar year. The effort will include discussing and analyzing:

- The services NCS anticipates residents will need over time,
- The services currently provided and how they relate to the Mayor and Council's goals,
- The Department's structure and staffing,
- Best practices from other communities,
- Appropriate data to collect to assess the outcomes of service provided,
- Recommendations about programmatic and systematic changes that will lead to targeted outcomes, and
- Ways to maximize outreach.

NCS will update the Mayor and Council periodically on the progress and results of this effort.

Public Safety. Last month, the Police Department shared its goals and objectives for FY 2005 with the Mayor and Council. The document described the Department's values; crime related, service related and internal management objectives; and specific sub-objectives for the fiscal year. Objectives directly associated with the Mayor and Council goals include decreasing traffic issues during Town Center construction and ensuring appropriate performance measures are tracked. Other objectives include:

- Ensure that the department is prepared to install additional parking meters,
- Eliminate the need to roll fingerprints in ink and reduce errors,
- Streamline records management by putting different databases in one records management system,
- Obtain the technology to notify a large group of citizens of issues/concerns at once,
- Complete the purchase of equipment to implement the 800 MHZ radio and CAD system.

Update on the Status of Last Year's Goals

At the June 1st worksession, the Mayor and Council asked staff to provide an update on the status of last year's goals. The table attached at ©60-61 lists the goals and action items for 2002-03. The second column briefly describes the status of each item. Most of the items were completed. Others are on-going through the Mayor and Council's current goals and objectives (e.g., Town Center redevelopment).

Quarterly Project Management Report

July 26, 2004

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Goal #2

Mayor & Council Expected Outcomes

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Goal #5

Mayor & Council Expected Outcomes

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Milestones by Month

All milestones to be completed in August.....	53
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Key

	Milestone/Activity that involves Mayor and Council Action
	Milestone/Activity that includes Citizen Involvement
TC	Mayor and Council Goal #1: Create a vibrant Town Center
	Mayor and Council Goal #2: Ensure new development citywide enhances Rockville's quality of life
	Mayor & Council Goal #3: Improve Pedestrian and Traffic Safety
	Mayor & Council Goal #4: Strengthen Rockville's neighborhoods and sense of community
	Mayor & Council Goal #5: Enhance the City Government's performance
M&C	Mayor and Council
PC	Planning Commission

Definitions

“Original Target Date” refers to the date that staff expected to complete the milestone/activity when the project or program began.

“Current Target Date” refers to the date that staff expects to complete the milestone/activity as of the date of this quarterly report. If no “Current Target Date” appears, the “Original Target Date” still applies.

“Completion Date” refers to the date that the milestone/activity was completed. For construction milestones, it is the date that the construction is completed.

Mayor & Council Goals

Goal #1: Create a Vibrant Town Center

TC

Expected Outcomes

- Approve the final design for the Town Square project
- Provide parking that will be distinctly “user friendly”
- Design and build a new cultural arts center
- Set the stage for redevelopment of the Stonestreet Avenue corridor (develop a vision and then develop and implement a plan to achieve that vision)
- Set the stage for redevelopment of the block north of Beall Avenue (develop a vision and then develop and implement a plan to achieve that vision)
- Develop and implement a comprehensive transportation plan for town center to:
 - Enhance safety and mobility for pedestrians, bicyclists and motorists
 - Protect the character and integrity of surrounding neighborhoods
 - Foster increased use of mass transit
 - Provide a local loop shuttle service to connect the Rockville Metro/MARC station, town center and the surrounding neighborhoods
- Explore new options for targeted senior housing in town center
- Secure additional investment by the other levels of government

Goal #2: Ensure New Development Citywide Enhances Rockville's Quality of Life



Expected Outcomes

- Adopt an adequate public facilities ordinance
- Review and revise the City's zoning ordinances
- Review and revise the City's reforestation requirements
- Review and revise the Rockville Pike Corridor Plan
- Set the stage for redevelopment of the area around the Twinbrook Metro station (develop a vision and then develop and implement a plan to achieve that vision)

Goal #3: Improve Pedestrian & Traffic Safety



Expected Outcomes

- Improve pedestrian safety along state roads in Rockville (in collaboration with the county and state governments)
- Continue to implement traffic-calming solutions to address speeding and traffic volumes on neighborhood streets
- Address neighborhood access issues at the most problematic intersections (e.g., intersection of Edmonston Dr. and Lewis Ave.)
- Enhance traffic enforcement by Rockville police

**Goal #4: Strengthen Rockville's Neighborhoods
& Sense of Community**



Expected Outcomes

- Develop and implement a plan to:
 - Reduce the number of property maintenance violations
 - Reduce the time required to resolve property maintenance violations
 - Reduce recidivism rates among property maintenance violators
- Enhance important community-oriented police programs (such as park patrols, outreach programs to local schools, etc.)
- Explore new initiatives to expand the creation of affordable housing (with one particular focus on housing for seniors)
- Identify and implement new initiatives designed to bring together diverse cultures and age groups in our community

Goal #5: Enhance the City Government's Performance



Expected Outcomes

- Identify and achieve stretch targets for cost and service quality improvements
- Implement the disciplines of project management and milestone tracking for major initiatives and projects
- Identify and implement strategic performance measures in order to assess:
 - Cost performance
 - Customer satisfaction
 - Progress on major initiatives and projects
- Redirect the city government's resources, as necessary, to achieve strategic goals and objectives

**PLAN FOR REDEVELOPMENT OF THE BLOCK NORTH OF BEALL AVE.
- TOWN CENTER PHASE II**

TC

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
* M&C authorize Street-Works contract.	Sept '03		Sept '03	
* M&C appoint Phase II TCAG	Sept '03		Sept '03	
Phase II TCAG initial meeting	Oct '03		Oct '03	
Phase II TCAG w/Street-Works	Nov '03		Nov '03	
KSI to Planning Commission. (Deferral requested)	Jan '04		Jan '04	Approved as amended July 14, 2004
Phase II TCAG meeting with Street-Works	Feb '04		Feb '04	
Phase II TCAG meeting with Street-Works	March '04		March '04	
Staff Meeting with PWD and Parks	April '04		April '04	
Receive staff comments	5/6/04	June '04	June '04	
Give staff comments to Street-Works.	5/7/04	June '04		
* Brief PC/M&C and request guidance	July '04	7/21/04		
Determine format for meeting with Phase II stakeholders	Aug '04			
• Identify stakeholders				
Set up meeting with Phase II stakeholders	Sept '04			
Planning Commission consideration	Oct '04			
* Mayor and Council consideration	Nov '04			

**STONESTREET AVENUE CORRIDOR REDEVELOPMENT PROJECT:
IMPLEMENTATION STRATEGY STUDY**

TC

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Advertise RFP (Request for Proposal)	Feb '04		Feb '04	
Hold Pre-proposal meeting	Feb '04		Feb '04	
Receive Proposals	March '04		March '04	12 received
Conduct Interviews with Selected Responders	March '04	03/26/04 & 03/29/04	March '04	
* Mayor and Council Award Contract	March '04	April '04	April '04	
* Mayor and Council Appoint Task Force	March '04	May '04	May '04	
* Conduct Site Visit to Stonestreet Ave. with Task Force	March '04	May '04	June '04	
Begin Survey of Existing Conditions	March '04	May '04	June '04	
Hold First Task Force Meeting & Organize Committees	April '04	May '04	June '04	
Begin Committee Meetings	Week of 04/19/04	Week of 06/01/04	7/27/04	
Draft Plan with Committees	April - Aug '04	May - Sept '04		
Presentation of Preliminary Draft at Public Forum	June '04	Sept '04		
Presentation of Preliminary Draft Changes at Public Forum	July '04	Sept '04		
Final Draft completed and approved by Task Force	Sept '04	Nov '04		
* Presentation of Draft Plan to Planning Commission, Mayor and Council	Oct '04	Dec '04		
Planning Commission Public Hearing	Nov '04	Jan '05		
*/ Hold Mayor and Council Public Hearing	Jan '05	Feb '05		
* Review and Adoption by Mayor and Council	Feb - March '05	March - April '05		

CULTURAL ARTS BUILDING PLANNING & DESIGN

TC

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
CAB Facility Funding Included in Town Square Budget				G.D.A. Signing
* Mayor and Council Worksession	Dec '03		Dec '03	RAP presentation on proposed uses Budget scenarios; 4 th floor, Black Box, etc.
* Letter to RAP from Mayor	March '04		March '04	Commitment to occupy 2 floors; RAP to raise \$1.5M for interior fit out
Architect Selected – Exterior Design	5/17/04	July '04		
A/E Design Team Finalized		Oct '04		Roger Lewis, RAP architect for interiors included.
MOU with RAP for fundraising & other commitments	7/1/04	10/1/04		Includes milestones to reach \$1.5M goal
A/E-Contract Awarded		Aug '04		
A/E-Design Development Phase		Dec '04		
* Mayor and Council Worksession to review designs	Aug '04	Dec '04		
* Mayor and Council approval of use permit	Feb '05			
Construction Bids Received		June '05		
* Mayor and Council Award of Construction Contract		June '05		
Notice to Proceed		June '05		
Construction – Exterior		June '06		
Grand Opening				

TOWN CENTER LOOP SHUTTLE SERVICE**TC**

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Interim Service				
Share information with the community about the service	Dec '03		Dec '03	
Track names of individuals interested in using the service	On-going		On-going	
Notify potential users of the start date	July '04		July '04	
Begin service when Magraders closes	July '04		July '04	
Permanent Service				
Secure vehicles				
Develop a shuttle route				
Advertise the service				
Start shuttle service	2007			Start date dependent on Town Center construction schedule

TOWN CENTER REDEVELOPMENT



TC

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Complete All Development Agreements	10/15/04	11/26/04		
General Development Agreement	06/03/04	11/26/04		
1. Initial Closing on Develop. Rights	06/15/04		6/14/04	
2. Final Closing on Develop. Rights	06/03/04	11/26/04		
* M&C Approve Parking District Ordinance	03/15/04	05/31/04		
Residential Development Agreement	06/03/04	11/26/04		
1. Interim Closing	06/15/04	6/14/04	6/14/04	
2. Final Closing	06/03/04	11/26/04		
Block 4 Purchase/Sale Agreement	10/15/04	11/26/04		
1. Execute Condo Purchase & Sale Agreement	05/03/04	06/07/04		
2. Approve GDA		6/14/04	6/14/04	
3. Closing	10/15/04	11/26/04		
Groundbreaking	06/22/04		6/15/04	
Complete All City of Rockville Actions	11/30/06	05/25/07		
Complete All Condemnation Action	10/15/04	11/26/04		
Complete Bond Documents for Parking District	04/15/05	10/01/04		
Complete Design/ Entitlements/ Permits				
1. Use Permits – Streets & Plaza Construct. Docs.	04/15/04	05/14/04	5/14/04	
2. Demolition Permit Issue	03/11/04	08/01/04		
3. Site Construction Permit Issue	04/08/04	06/01/04	6/16/04	
Record Final Subdivision Plat	02/18/04	08/10/04	6/14/04	
Complete Construction Documents for Public Parking Decks	08/10/04	09/15/04		

Complete Parking Deck Building Permits Issue	10/06/04	10/27/04		
1. Parking Deck Block 5 Permit Issued	07/16/04			
2. Parking Deck 1 & 2 Permit Issued	10/06/04	10/27/04		
3. Parking Deck block 4 Permit Issued	10/06/04	10/27/04		
Complete Library Building Permit Issue	05/26/04	07/26/04		
Infrastructure/Public Parking Pricing	06/03/04	10/05/04		
1. Site GMP	05/13/04	5/20/04	7/26/04	
2. Execute Public Improvements Contract	06/03/04	07/26/04	7/26/04	
3. Execute Public Parking Contract	05/20/04	08/02/04		
4. Parking Decks GMP	05/20/04	10/05/04		
Complete Site Work	11/03/06	05/25/07		
1. Complete Maryland Avenue	05/01/06	09/08/06		
2. Complete Town Square	08/01/06	01/24/07		
3. Complete Market Street	03/30/06	12/27/06		
4. Complete Commerce St		12/27/06		
Grand Opening	05/15/07			
Library Pad				
1. Pad Delivery	08/19/04	09/14/04		
2. Library Preferred Opening	09/30/05	09/30/05		
Complete All FRIT/Co-Developer Actions	02/11/05	04/15/05		
Issue Permits by Block				
Block 3A – Retail / RAP	02/11/05	04/15/05		
1. * M&C Approval	08/13/04	10/15/04		
2. Retail/RAP Building Permit Issued	02/11/05	04/15/05		
Block 4 – Condominium Permit Issued	10/06/04	10/27/04		
Complete Construction Buildout	08/22/07	10/12/07		
Block 5 Completed	09/20/06	01/05/07		
Block 3B Completed	03/21/07	05/11/07		
Block 1 & 2 Completed	08/22/07	10/12/07		
Block 4 Completed	05/25/07	06/22/07		
Block 3A - Retail/RAP	09/07/06	10/20/06		

**TOWN CENTER TRAFFIC CALMING & CONSTRUCTION TRAFFIC
MANAGEMENT**

TC

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
 Create Task Force representing surrounding neighborhoods	4/30/04	5/30/04		
* Secure funding through CIP process	6/14/04			
Define traffic calming issues	7/2/04			
 Conduct public outreach <ul style="list-style-type: none"> • Horners Lane • West End • East Rockville • Lincoln Park • Burgandy Estates • New Mark Commons 	11/28/03 8/31/04 8/31/04 8/31/04 8/31/04 8/31/04		11/28/03	West End public outreach began in June 2004. Another meeting is scheduled for July 20
Specify locations	10/8/04			The first location identified is Baltimore Road between MD 28 and Stonestreet
Develop implementation schedule	11/23/04			
Design improvements	5/9/05			
Construct improvements	4/28/06			

TOWN CENTER TRAFFIC CAPACITY ANALYSIS

TC

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Town Square Impacts				
Conduct traffic counts	Feb '03		Feb '03	
Evaluate approved development	Mar '03		Mar '03	
Complete Town Square transportation study	Aug '03		Aug '03	
Town Center Capacity for Development				
Hire consultant	Mar '04		Mar '04	
Develop three land development scenarios	5/30/04		6/30/04	
Calculate the traffic impacts	6/20/04	9/2/04		
Summarize results	8/3/04	9/14/04		
Assess Impact of ICC, Wootton Pkwy, Gude Interchange				
Calculate the traffic impacts	9/2/04			
Summarize results	9/14/04			

ROCKVILLE TOWN CENTER METRO REDEVELOPMENT

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
* Adoption of Town Center Master Plan			Oct '01	Recommendations for west side
* Adoption of East Rockville Neighborhood Plan			March '04	Recommendations for east side
* Completion/Adoption of Stonestreet Implementation Study	March '05	April '05		Includes adoption
Begin Station Access Improvement Study			Sept '03	Study by Metro and consultants
Public meeting	Feb '04	May '04	May '04	Introduce study
Develop and review alternatives		June – Sept '04		Alternatives being developed by WMATA and consultant
Public meeting				
Complete Access Improvement study				
WMATA Joint Development Solicitation (JDS)		July '05		Participate in the WMATA Joint Dev. Sol. in the next RFP cycle, after access study is complete
Complete Town Center Map and Text Amendments	Dec '02	Nov '04		For west side only
Complete East Rockville Text and Map Amendment	March '05	June '05		For east side
Begin WMATA Joint Development selection process				Timeline determined by WMATA
WMATA selection of joint developer				
WMATA negotiation with selected joint developer				
Completion of joint development negotiations				
Submission of Use Permit plans for City review				
Approval of Plans by Planning Commission				

TOWN CENTER PUBLIC ART PLANNING & IMPLEMENTATION

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
* M&C award contract for study	Feb '03		Feb '03	
III Interviews w/ Stakeholders	March '03 – July '03		March '03 – July '03	Mayor and Council – March 03
* M&C Worksession to present recommendations for the Arts & Art Related Activities	March '04		March '04	Document presents an extensive list of art concepts.
III Art in Town Center Task Force (AIRC) – focus on permanent art projects	May '04 – Sept '04			Meetings scheduled for June 24 & July 29. Prioritize/plan specific types of art, locations, and budgets for permanent projects.
III Cultural Arts Commission (CAC) Town Center temporary art projects plan for the transition/construction period	April '04 – '06			Prioritization/plan specific types of art, locations, and budgets for temporary projects.
* M&C approve CAC temporary art implementation plan	Sept '04			
* Mayor and Council approval of AIRC Task Force permanent public art implementation plan	Oct '04	Nov '04		
Town Center Public Art Call for Entries –all permanent and some temporary projects	Nov '04	Dec '04		Temporary art projects will be implemented 2004-06
Review and selection of finalists from Call for Entries applicants for permanent projects	Feb '05 – April '05			
Review of finalists and selection of artists/specific art commissions for permanent projects	May '05 – Aug '05			
* Mayor and Council Approval of specific art commissions Oversight of artist final design, fabrication and permanent installation of works of art for Town Center	May '05 – August '05 2006			

ADEQUATE PUBLIC FACILITIES ORDINANCE REVIEW & REVISION








MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
*/🏛️ Mayor & Council Joint Worksession with Planning Commission	Summer 2004	Fall 2004		Tentative
* Mayor & Council Discussion & Instructions	Fall 2004			Contingent upon outcome of Worksession
* Introduction of Ordinance	Fall 2004	Winter 2004		
* Adoption of Ordinance	Fall 2004	Winter 2004		

REDEVELOPMENT IN THE TWINBROOK METRO AREA: VISION & PLAN DEVELOPMENT



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Assemble resource team	May '04	July '04		Process is part of Rockville Pike neighborhood plan update
Collect preliminary data	Jun-Jul '04	Mid June – Early Aug '04		
*/👤 Joint PC/M&C wrksn. for initial discussions	July '04	Sept '04		
Prepare and Finalize RFP for consultants	Jun-Jul '04	Aug '04		
👤 Community issues survey/focus group	Sept '04			
Receive RFP responses, conduct interviews	Sept '04	Early Oct '04		
Select finalist among contract consultants; award contract	Oct '04	Early Nov '04		
Prepare public outreach report	Sept-Oct '04			
Design and develop web page	Aug-Oct '04			
*/👤 Obtain plan initiation and process approval from M&C; appoint advisory group	Oct '04			
Prepare technical background report	Nov '04			
👤 Host "kick-off" public meeting	Nov '04			Process separates from Rockville Pike Plan to focus on Metro area
👤 Begin advisory group meetings	Dec '04-Mar '05			
Prepare preliminary plan recommendations	March '05			
👤 Conduct final advisory group meeting	April '05			
Prepare draft plan	May '05			
👤 Present draft plan to advisory group	May '05			

 Conduct community workshop	June '05		
Revise plan; build consensus	June '05		
Finalize draft plan	June '05		
 Host public forum	July '05		
*/  Present draft plan to the Planning Commission/M&C	July '05		
 PC Public Hearing	Sept '05		
 PC approval of plan	Nov '05		
* M&C Public Hearing	Dec '05		
* M&C Approval of Plan	Feb '06		

REFORESTATION REQUIREMENTS REVIEW & REVISION



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Draft proposed changes to ordinance	June '04		June '04	
Present proposed ordinance changes to DRC	June '04		June '04	
* Provide information to the M&C on the current ordinance and discuss reforestation policy	July '04	Sept '04		Informal discussion with Mayor etc., regarding impact of requested changes on zoning, planning, DPW req'mts etc.
Review and revise proposed ordinance changes per DRC input	July '04			
*** Publicize proposed changes and solicit input from stakeholders				Rockville Reports, Press Release, Letters to Chamber of Commerce and Developers
* Mayor & Council work session on proposed ordinance changes	Sept '04	Nov '04		
Revise proposed ordinance changes per Mayor & Council input	Oct '04	Dec '04		
Draft revisions to ordinance with legal department	March '05			
* Bring final revision to Mayor and Council for approval	April -May '05			Public Hearing required

ROCKVILLE PIKE CORRIDOR PLAN REVIEW AND REVISION



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Assemble Resource Team	May '04	July 2004		Periodic Mtgs. Req.
Data Collection and Mapping	Mid Jun. to End Jul. '04	mid June to early Aug '04		In progress
* Mayor and Council Wrksn.	Jun. '04	Sept '04		
Prepare and Finalize RFP	Mid Jun. to End Jul. '04	Aug '04		
Advertise RFP	8/2/04	Sept '04		
Prepare Outreach Program	Aug. '04			
Receive Proposals	9/10/04	Oct '04		
Conduct Interviews	9/27/04	Oct '04		
Select Finalist; Award Contract	Oct '04	Nov '04		
Prepare Public Outreach Report	Mid Sept - end Oct '04			
🏠 Conduct Issues Survey or Focus Group	Week of 9/13/04			Release After Process Approval
Design Web page	Mid Aug - early Oct '04			Upload After Process Approval
🏠 Plan Initiation and Process Approval; Appoint Advisory Group	Early Oct '04			M&C Worksession
Prepare Technical Background Rpt.	Oct. '04			
Twinbrook Metro Area Plan: Kick off meeting	Nov '04			See milestone chart for Twinbrook Metro Area
🏠 Kick Off Mtg. w/Adv. Group	Nov '04			
🏠 Final Advisory Group Mtg.	Apr. 2005			
🏠 Pres. Draft Plan to Adv. Group	May '05			
Conduct Plan Workshop	Late May '05			
Finalize Draft Plan	June '05			
🏠 Host Public Forum	Early July '05			
* / 🏠 Present Draft Plan to MC and PC	Late July '05			
🏠 Public Hearing	Sept '05			60-Day Notice Starts July 2005
🏠 PC Approval	Nov '05			
* Public Hearing (M&C)	Dec '05			
* Mayor and Council Approval	Feb '06			

July 26, 2004

TWINBROOK COMMONS ANNEXATION & DEVELOPMENT APPROVALS



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
WMATA authorize filing of annexation agreement	5/3/04	7/20/04		
M&C acceptance of ZTA		8/2/04		
* Authorization to File CMA, Intro of Resolution to Enlarge Corporate Limits, and Adopt Resolution to set public hearing date	5/10/04	9/13/04		
* Worksession	5/10/04	10/4/04		
Planning Commission Public Hearing and recommendation on ZTA, CMA and Annexation	6/9/04	10/13/04		
* M&C public hearing on ZTA, CMA, and Annexation	6/21/04	11/15/04		
* M&C discussion and instruction on ZTA, CMA, Annexation	7/12/04	12/13/04		
* M&C introduction of ordinance to amend Zoning Map	8/3/04	1/15/05		
* M&C introduction of ordinance to amend ZTA	8/3/04	1/21/05		
* Mayor and Council authorize execution of annexation agreement	9/13/04	2/7/05		
* Adopt ZMA, including Twinbrook Metro Performance District Change and ZTA	9/13/04	2/7/05		
* Adopt resolution to enlarge corporate boundary	9/13/04	2/7/05		
* Adopt resolution to amend Zoning Map	9/13/04	2/14/05		
* Action by Mayor and Council on PDP	9/13/04	2/14/05		
*** Action by PC on USE Permit	10/13/04	3/7/05		
45-Day Time Frame for Annexation Period	10/29/04	3/14/05		
Final Record Plats	10/13/04	4/1/05		

ZONING ORDINANCE REVIEW & REVISION













MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Assemble Staff Resource Team	May '04		May '04	Not including new hires
* Adoption FY05 Budget	June '04		June '04	
* M&C/PC Discussion Regarding Process, Outcomes, etc.	July-Sept '04	Sept '04		
Announce Planner and Secretary Vacancies	July '04			
*** Establish Task Force	Sept '04	Sept - Oct '04		
Hire Planner & Secretary	Sept '04			
Retain Attorney	Sept '04			
Release RFP	Aug' 04			
* Mayor and Council Award Contract	Oct '04	Oct - Nov '04		
Prepare Outreach Program	Oct '04	Oct - Nov '04		
*/** *** M&C Briefing on Outreach Prog	Nov '04			Joint w/PC
*** Public Outreach – Phase I (identification of goals and concerns with current ordinance)	Feb '05			
*/** *** M&C and PC Briefing on Phase I Outcomes	March '05			
* M&C D&I on Major Issues	May '05			
Drafting Revised Ordinance	June '05			
*** Public Outreach – Phase II (Structure and details of ordinance)	Oct '05			
*/** *** M&C and PC Briefing on Phase II Outcomes	Feb '06			
Revise Ordinance in Final Draft Format	March '06			
*/** *** Presentation of Text Amendment to PC and M&C	June '06			
* M&C Authorization to File	Aug '06			
*** Public Informational Meetings	Sept '06			
*** PC Public Hearing	Oct '06			
*** PC Worksessions & Recommendations	Nov '06			
* M&C Public Hearing	Nov '06			

* M&C Worksessions	Jan '07			
* M&C D & I	March '07			
* M&C Intro of Ordinance & Adoption	April '07			

INVENTORY OF PROPERTIES IN LINCOLN PARK

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES

LINCOLN PARK PRESERVATION PROJECT

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
 /* Lincoln Park Advisory Committee motion M&C to authorize nomination of Historic District			Feb '04	LPCA and Peerless RV request, wanted concurrence with Neighborhood Plan
Begin Survey of Existing Conditions/Data Collection		Feb - July '04		Continuing
Lincoln Park Advisory Group approves Draft Plan and recommends to M&C	May 04	7/15/04		
 Community meeting on Neighborhood plan	5/18/04	7/20/04	1 st - 7/10/04	Introduce Neighborhood Plan with Preservation Options
 /* HDC Boundary Review and Recommendation to M&C	5/20/04	6/17/04	6/17/04	Vote 3-1
 Community meeting on preservation strategies	5/26/04	7/20/04		Formation of Preservation Tools Committee
* M&C MAP authorization	5/24/04	7/26/04		Authorization to file Map Amendment Application
 First meeting with Preservation Tools Committee	6/2/04	8/04		
 Second meeting with Preservation Tools Committee	6/16/04	8/04		
 Community Consensus Meeting	Sept '04	Oct '04		Presentation of preservation plan to community
Prepare Guidelines	Oct '04	Oct - Nov '04		
 Public outreach program		May '04 - June '05		Exhibit at Community Center; Peerless Rockville; Lincoln Park Partners
 Presentation of Design Guidelines to Preservation Tools Committee	Nov '04	Nov - Dec '04		
 PC public hearing	Nov '04	Dec '04		
* M&C public hearing	Nov '04	Jan '05		

TWINBROOK NEIGHBORHOOD PLAN

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Assemble Resource Team	May '04	July '04		
Begin Survey of Existing Conditions/Data Collection	July '04 – Sept '04			
*** Conduct Outreach to Target Community Groups	July '04 – Sept '04			
*** Hold First Community Meeting	Oct '04			
Solicit Task Force Participants	Oct '04			
* Mayor and Council Appoint Task Force	Nov '04			
Conduct Site Visit to Neighborhood	Nov '04			
*** Hold First Task Force Meeting & Organize Committees	Dec '04			
*** Begin Committee Meetings	Dec '04			
*** Draft Plan with Committees	Dec '04 - June '05			
*** Presentation of Preliminary Draft at Public Forum	July '05			
*** Final Draft completed and approved by Task Force	July- August '05			
*/** Presentation of Draft Plan to Planning Commission, Mayor and Council	Sept '05			
*** Planning Commission Public Hearing	Nov '05			
* Mayor and Council Public Hearing	Jan '06			
* Review and Adoption by Mayor and Council	Jan-Mar '06			

LINCOLN PARK NEIGHBORHOOD PLAN

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Begin Survey of Existing Conditions/Data Collection			April '02	
Community Kickoff meeting			May '02	
* Mayor and Council appoint Task Force			July '02	
Commence Advisory Group meetings			Aug '02	
Advisory Group discussion			April '03	
Preliminary recommendations to Advisory Group			June '03	
Draft Plan for Advisory Group review			March '04	
Certification of Draft by Advisory Group	5/18/04	July '04		
Presentation of Plan to community	5/25/04	Aug '04		
Completion of Final Draft	5/28/04	Aug '04		
Public outreach program	June - July '04	Aug - Sept '04		
Planning Commission public hearing	July '04	Sept '04		
PC approval of Plan	Sept '04	Oct '04		
* Mayor and Council public hearing	Oct '04			
* Mayor and Council adoption	Dec '04			

TWINBROOK METRO AREA SECTOR PLAN (M-NCPPC)

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Purpose and outreach report to the County planning Board	Nov '03		Nov '03	
Community kick off meeting	June '04		June '04	
Public workshops	July '04		July '04	
Public meetings on potential plan scenarios	Sept '04			
Develop staff draft	Sept – Dec '04			
Present staff draft to County Planning Board	Dec '04			
Planning Board public hearing	Jan '05			
Planning Board worksessions	Feb – June '05			
Planning Board Final Draft Plan	Aug '05			
County Council public hearing and worksessions	Sept '05 – Feb '06			
Adoption	Feb '06			

PEDESTRIAN SAFETY IMPROVEMENTS – INFRASTRUCTURE PROJECTS



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
N. Horners Lane Improvements				
Public Process	June '03		June '03	
Concept Design	Aug '03		Aug '03	
Public Process	Oct '03		Oct '03	
Design	May '03		May '03	
Survey & Engineering	Oct '03		Oct '03	
Complete Construction	Dec '03		Dec '03	
Complete Landscaping	5/30/04		May '04	
MD 28/Great Falls Rd – Eliminate eastbound right lane & implement pedestrian improvements				
Survey & Engineering	April '04		April '04	
Obtain State Permits	April '04		April '04	
Bid Approved for construction	May '04		May '04	
Public notification by mail	6/1/04		7/1/04	
Complete Construction	10/29/04	9/30/04		
Nelson Street Improvements				
Public Process – Phase 1	Feb '04		Feb '04	
Public Process – Phase 2	5/30/04			
Design	4/30/04	6/30/04		
Survey & Engineering	7/19/04			
Complete Construction	9/27/04			
Mannakee Street Sidewalk Installation				
Survey & Engineering	April '04		April '04	
Complete Construction	10/29/04	9/30/04		

**PEDESTRIAN SAFETY IMPROVEMENTS - STATE & COUNTY OWNED
INTERSECTIONS**



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Inventory existing infrastructure	Nov '03		Nov '03	
*** Determine safety ratings	Jan '04		Jan '04	Worked with Traffic & Transportation Commission
Identify sub-par and poor intersections	May '04		June 2004	
*** Work with Traffic & Transportation Commission to prioritize intersection approaches	7/13/04		June 2004	
* Report to the M&C	July '04			
*** Work with Traffic & Transportation Commission to recommend improvements	8/20/04			Work with Traffic & Transportation Commission
* Worksession with M&C	8/23/04			

**PEDESTRIAN SAFETY IMPROVEMENTS –
TRAFFIC RELATED PROJECTS**



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Double fines in school zone on Baltimore Rd (Rockville HS)	Aug '04			
Install pedestrian signal at Rockville High School	Aug '04			
Install Citywide crosswalks/ hatching/enhancements Phase 1 Phase 2	Sept '04 May '05			
Install speed indicator signs at Hurley Ave. (southbound)				DPW is installing traffic calming devices on Hurley Ave. and will re- assess the need for speed indicator signs based on the results of the traffic calming.
Install red light cameras - Wootton and Edmonston West - Wootton and Edmonston East	5/31/04 5/31/04		July 2004	

TRAFFIC CALMING PROJECTS – CITY WIDE



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Hurley Ave. Road Narrowing				
Survey	May '03		May '03	
Engineering	Mar '04		Mar '04	
Utility work	4/30/04	5/30/04	May '04	
Complete construction	8/30/04	10/15/04		
Watts Branch Parkway Traffic Calming				
Public process/concept	6/28/04		July 2004	
Design	6/30/04			Concept design is in progress.
Survey & engineering	8/26/04			
Complete construction	July '05	Oct '04		
Baltimore Road Traffic Calming - Raised Intersection at Woodburn Rd.				
Public process	Aug '03		Aug '03	
Survey	Dec '03		Dec '03	
Design	Mar '04		Mar '04	
Complete construction	Sept '04			
S. Washington Traffic Calming				
Public process	May '03		May '03	
Design	Mar '04		Mar '04	
Complete construction	Oct '04	July 2004		
Grandin Ave. traffic calming	Aug '05			
Crawford Drive traffic calming	May '06			
Lewis Ave. and Edmonston Dr. traffic control				Staff is working with the community to reach agreement on the appropriate type of traffic control.

TRAFFIC ENFORCEMENT ENHANCEMENT



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Due to continued concerns for ongoing traffic issues: assign an officer from patrol to the traffic unit to increase squad size to four officers	04-10-04		04-10-04	Due to retirement of officer in July Traffic Unit will be reduced by one
Develop and implement the Chiefs Challenge program for targeted safety belt use and speed enforcement	04-01-04	07-01-04	July '04	Completed program and submitted report to State
Complete a series of targeted pedestrian safety enforcement initiatives in and around the Town Center area. Complete at least one a month	04-01-04		On-going	
Participate in the county-wide alcohol prevention task force during the high school prom season	04-20-04	06-01-04	On-going	Prom season activities concluded June 1. Dept. will continue to participate in Task Force activities after prom season.
Continue to provide targeted traffic enforcement at selected hot spot locations throughout the City	01-01-04		On-going	Weekly reports filed
Continue to implement the parking meter installation program on North Stonestreet	04-20-04	08-02-04		Meters should be operational August 2
Initiate process to start and complete Phase III parking meter installation program on Halpine and Ardennes	05-01-04	09-01-04		

BIKE/PEDESTRIAN BRIDGE OVER I-270 AT MD-28

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
RFP (Request for Proposal) due for 30% design and TEA-21 funding application			Mar '00	
* Mayor and Council Award 30% design contract			April '00	\$33,920 to URS Greiner, Woodward, Clyde, Inc.
Receive TEA – 21 Funding commitment from SHA			Nov '01	\$3,124,421 committed
Modify P.O. to include 100% design of project			Feb '02	
Public Meeting			Jan '01	
* Mayor and Council Award Contract			Jan '02	\$389,437 to URS Corporation
Public Meeting			May '02	
Neighborhood Advisory sent			April '02	
* Worksession with Mayor and Council			June '02	
* Update Memo to Mayor & Council			March '03	
Modify P.O. to include additional artwork design and test pitting			March '03	\$57,410 to URS Corporation
* Worksession with Mayor and Council			June '03	
Planning Commission Mandatory Referral Hearing			Nov '03	
Plans submitted to MD SHA for approval to advertise	Nov '02	March '04	March '04	
Approval to advertise received from MD SHA	Dec '02	May '04	May '04	
Construction Bid Opening	March '03	July '04		
Concur in Award from SHA	April '03	Nov '04		
* Contract award by Mayor and Council	May '03	Dec '04		
Construction scheduled to begin	May '03	April '05		
Construction due to be complete	May '04	April '06		

MILLENNIUM TRAIL EAST (NORBECK RD)

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Advertise RFP (Request for Proposal) for 30% design and TEA-21 funding application			March '00	
* Mayor and Council award 30% design contract			May '00	\$62,551 to RBA Group
Receive TEA – 21 Funding commitment from SHA			Dec '00	\$735,660 committed
Public Meeting			Jan '01	
Modify P.O. to include 100% design of project			Feb '02	
* Mayor and Council award contract			Jan '02	\$44,439 to RBA Group
Public Meeting			Feb '02	
Neighborhood Advisory sent			April '02	
Planning Commission Mandatory Referral Hearing			June '03	
Plans submitted to MD SHA for approval to advertise			June '03	
Approval to advertise received from MD SHA	Sept '03	Oct '03	Nov '03	
Construction Bid Opening	Oct '03	Dec '03	Jan '04	5 bids received
SHA Concur in Award received	Dec '03	Jan '04	March '04	
* Contract award by Mayor and Council	Jan '03	Feb '04	March '04	\$814,209 to NZI Construction
Construction scheduled to begin	March '03	June '04		Construction is underway
Construction due to be complete	Oct '03	Dec '04		

MILLENNIUM TRAIL SOUTH (VIERS MILL TO W. EDMONSTON)

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
RFP (Request for Proposal) due for 30% design and TEA-21 funding application			Sept '02	
* Mayor and Council award design contract			Oct '02	\$20,411 to URS Corporation
Receive TEA – 21 Funding commitment from SHA			Oct '02	\$677,913 committed
Modify P.O. to include 100% design of project			Feb '03	
* Mayor and Council Award Contract			Jan '03	\$83,660 to URS Corporation
Neighborhood Advisory sent			Mar '03	
Public Meeting			Mar '03	
Planning Commission Mandatory Referral Hearing	May '04	Aug '04		
Plans submitted to MD SHA for approval to advertise	Nov '03	May '04	May '04	
Approval to advertise received from MD SHA	Jan '04	July '04		
Construction Bid Opening	Feb '04	Sept '04		
Concur in Award from MD SHA	March '04	Dec '04		
* Contract award by Mayor and Council	Mar '04	Jan '05		
Construction scheduled to begin	March '04	March '05		
Construction due to be complete	Nov '04	Oct '05		

**PROPERTY MAINTENANCE/CODE ENFORCEMENT PROGRAM
ENHANCEMENTS**



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Twinbrook Program Management Initiative				
Attend Twinbrook Community Association (TCA) meetings	May '04	July '04	July '04	With the assistance of the Neighborhood Resources attend the TCA June meeting to advise membership of PM issues and upcoming inspections
Place articles in the TCA newsletter	June '04	Aug '04		With the assistance of TCA, place articles concerning PM issues in their newsletter.
Conduct house to house exterior inspections	July '04	Feb '05		Have staff conduct exterior inspections of all of the above-mentioned area and inform occupants with "flier" indicating type of Property Maintenance issues. This will also include all the properties in the Thornden area.
Mail or hand deliver the "Check Your Home" book to properties south side of Veirs Mill	Aug '04			The "Check Your Home" book includes information on Property Maintenance responsibilities for the owner/occupant.
Thornden Road Area Inspections				
Initial meeting with citizens from area	Aug '03		Aug '03	Citizens from area voiced concerns regarding code and traffic
Monthly report on status of concerned properties to citizens' representative	Sept '03		On-going	

2nd meeting with citizens' representative on update of Thornden inspections	April '04		April '04	
Meeting with representatives of Thornden Rd	April '04		April '04	
East Rockville Area Inspections				
Meet with Property Maintenance citizens' rep. group	April '04	May '04	May '04	
Attend HOA meetings	April '04		April '04	
Meet with citizen representatives on establishing a plan of action on code enforcement	May '04	July '04	July '04	Finalized a cooperation policy between Code Enforcement staff and citizens' group to increase presence, educate area citizens concerning code issues, and set starting date for house-to-house exterior inspections.
Distribute "Check Your Home" book to area residents	Sept '04	Aug '04		
Reduce Recidivism				
Conduct city-wide house to house exterior inspections	June '04	Nov '05		Have staff conduct exterior inspections of all residential properties in the City
Meet with City Attorney to consider raising fines from \$100 to \$200 per violation	April '04	Aug '04		This will be presented to the Council in Aug 2004
Identify "recurring offenders" from internal records	July '04	Aug '04		The updating of the list will be an on-going process
Issue citation w/ fines on violations of "recurring offenders"	July '04	Aug '04		Started
Reduce Time Allowed for Code Corrections				
Implement stricter time limits for nuisance violation, i.e. weeds	June '03		June '03	Stricter time limits are in place
Work closer with other organizations (Christmas in April, RISE, County)	May '04	Sept '04		Meeting is scheduled for end of July with non-profit groups

COMMUNITY-ORIENTED POLICING PROGRAM ENHANCEMENTS



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Establish individual neighborhood/civic association crime statistics and traffic enforcement books for distribution and update at each attended meeting	01-01-04		On-going	Approximately 80% completed
Continue to assign specific officers as the liaison to all the active civic and neighborhood associations	01-01-04		On-going	Active associations all have liaisons assigned
Continue to provide police coverage at all City sponsored special events	01-04-04		On-going	
Successful presentation of the Police Reaching Out to Students (P.R.O.S.) program at six (6) elementary schools	03-01-04	06-30-04		Completed successfully
Successful completion of the Every 15 Minutes program at Richard Montgomery High School	04-24-04		4-25-04	Preparing for spring Every 15 Minutes program at Rockville HS
Start the spring/summer bicycle patrol of Twinbrook Park assigned to the Community Service Officer assigned to the Twinbrook Recreation Center Satellite Office	05-01-04			Will run through summer
Implement the Emergency Beacon program in conjunction with the Rockville Fire Dept.	9-18-04		On-going	
Successful implementation of the National Night Out celebrations throughout the City-first Tuesday of August	08-04-04			Over 40 communities already expressed interest

STUDY OF INITIATIVES TO EXPAND SENIOR AND OTHER AFFORDABLE HOUSING OPPORTUNITIES



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
* Share information with the M&C on how other jurisdictions are addressing affordable housing needs	Oct '04			
* Initial discussion with M&C about specific initiatives	Nov '04			
Refine/define draft work plan	Dec '04			
* M&C approval of draft work plan	Jan '05			

COMMUNITY OUTREACH ACTIVITIES



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Outreach to Latino's in the Twinbrook Community				
Assist Twinbrook ES in establishing accurate FARMS rate	Sept '03		Nov '03	School received funding Survey.
Assist school in becoming Title 1 eligible	Sept '03		Mar '04	Need FARMS sustainability
Increase community awareness	Nov '03	June '04	June '04	
Assist in leveraging school to be LTL eligible	June '04		June '04	
Latino Initiative: CHARLAS-community meetings for parents at Twinbrook ES	Sept '03		On-going monthly	To educate and increase community involvement
Mentoring program for Twinbrook ES students	Sept '04			To give support and increase academic achievement to at-risk youth
Educate the Latino Community on Code policies	Mar '04	May '04	May '04	
Asian Community Outreach				
Publicize English classes	Aug '03		On-going	Collaborate with Chinese Culture and Community Service Center to offer English classes to Montrose Community.
Assist with registration for English Classes	Sept '04 Jan '05			
Inform students of City services	Oct '03		On-going	
Outreach to Apartment Managers	Mar '04		Mar '04	
Publicize English classes and departmental services in community newsletters	April '04		Ongoing	
ESOL support for Wootton HS students	Sept '04		On-going	To address acculturation issues and give students and their families support during transition.





Emergency Response Protocol Implementation


Fireside Fire Assistance Committee	Dec '03 Dec '04		Dec '03 Dec '04	Coordinate with the American Red Cross, Fire Department and Police Department
Fireside Debriefing Woodburn Ave Fire -Assigned to LTL	Feb '04		Feb '04	Begin Protocol, agreement and MOU
Aster Blvd Fire-attended fire safety forum @senior center	Mar '04		Mar '04	Through this process we were better equipped to address the needs.
Staff attend Red Cross Disaster Training	Mar '03		Mar '03	
Coordinate Woodmont Park Fire Response	April '04		April '04	
Staff attend Basic First Aide and CPR training	April '04		April '04	More intensive training needed to reach long-term goals
Registered staff as Disaster Response Mental Health Volunteers	Oct '03		On-going	To be part of a community wide response

Improve Relationship with Schools to Assess Service Gaps for Youth

Specialists assigned as a liaison to schools	June '03		June '03	The relationship with Schools within the Rockville, Richard Montgomery, and Wootton High School Clusters have dramatically improved since this initiative.
Assess service needs and gaps	Sept '04			
Increase request for services	Sept '04		On-going	
Provide Customer Service survey's to schools	June '04		June '04	
Hold debriefing meetings to plan for FY05	June '04		June '04	
Assess collaborative opportunities	May '04	Sept '04		

West, Mid and East Rockville Outreach Strategy

Create outreach teams	Mar '04	May '04	June '04	To assess the community's service needs, opportunities for volunteerism, supporting programs and seek out opportunities for community education Participation.
 Meet with property/resident managers	May '04	Sept '04	June '04	
 Meet with Civic/home owners Assoc.	Mar '04	May '04	Sept '04	
 Meet with Congregation/Schools	Mar '04	May '04	June '04	
 Meet with Businesses	April '04	May '04	June '04	
Design a questionnaire	March '04		April '04	

 King Farm - meet with current HOC/CA and other organized groups	April '04		March 04	
Fallsgrove – locate emerging organized group	May '04	June '04	June '04	

KING FARM 28-ACRE PARK & DOG PARK

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Advertise RFP for Park Design Contract	Feb '03		Feb '03	
Receive Proposals	March '03		March '03	
* Mayor and Council Approve Bid Award for Park Design	April '03		April '03	Tetra-Tech, Inc.
Notice to Proceed to Consultant	May '03		May '03	
🏠 Citizen survey on Park Design and Amenities	July–Sept '03		July–Sept '03	172 responses received
Concept Design Phase	Oct '03 - March '04		Oct '03 - March '04	
🏠 Public Mtg to Receive Citizen Comments on Park Design	5/05/04		May '05	
Final Phase I Bid Drawings Complete	9/1/04			
Advertise Construction Bids – Phase I of Park Construction	9/15/04	11/15/04		
Award Construction Contract – Phase I	11/8/04	Jan '05		Grading, SWM, Park Access, Pathways, Dog Park, Turf, Selected Amenities
Park Construction – Phase I (includes dog park)	12/04-9/05	Feb '05- Oct '05		Winter Weather Could Delay
Phase II Design/Construction	FY 06			Pending POS Funding
Phase III Design/Construction	FY 07			Pending POS Funding
Phase IV Design/Construction	FY 10			Pending POS Funding

NOISE STUDIES

[illegible]

WEST ROCKVILLE RECREATION CENTER – DESIGN

MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Advertise RFP for Design Consultant	7/1/04	9/1/04		
Hold Pre-Proposal Meeting	7/9/04	9/15/04		
Receive Proposals	7/22/04	9/22/04		
* Mayor and Council Award Contract	9/13/04	Oct '04		
Notice to Proceed to Consultant	9/27/04	Oct '04		
Begin Concept Design Phase	9/28/04	Nov '04		
Complete Concept Design Phase	1/7/05	Feb '05		
Public Meeting to Receive Citizen Comments on Design Alternatives	1/26/05	Feb '05		
* Mayor and Council Worksession	2/7/05	March '05		
Begin Design Development Phase	2/8/05	March '05		
Complete Design Development Phase	4/29/05	May '05		
Complete Bid Documents	6/24/05	July '05		
Advertise Construction Bids	7/11/05	Aug '05		
* Mayor and Council Award of Construction Contract	8/1/05	Sept '05		
Construction Begins	8/30/05	Oct '05		
Substantial Completion of Construction	9/1/06	Oct '06		
Facility Dedication	9/30/06	Nov '06		

PERFORMANCE MEASUREMENT PROGRAM REVIEW & IMPLEMENTATION



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Research measures, approaches to reporting measures, and measure uses	On-going		On-going	
Respond to ICMA questions about FY 04 performance data	5/31/04	7/23/04	7/23/04	
Meet w/ staff to discuss measures for FY 05 report	6/4/04	7/4/04	7/23/04	
Transfer the Annual Report format from Word to Excel	6/4/04	7/4/04	N/A	Keeping the data in Word is a more efficient option now. Researching software designed specifically for tracking performance data.
Collect first round of data for the FY 05 report	7/30/04	8/30/04		In progress
* Share info with the M&C on how other governing bodies use measures	Aug '04			
Identify higher level measures to report regularly to the M&C and a process for reporting	Aug '04			In progress
* Communicate with the M&C about their need for regular reporting of higher level performance measures	On-going		On-going	
Investigate the possibility of doing internal audits of performance measurement data	Aug '04	Sept '04		
Organize a workshop for program managers involved in performance measurement	Sept '04			
Collect second round of data for the FY 05 report	Sept '04			
Compile and edit the performance measurement report	10/15/04			

Finalize the report	11/1/04			
* Brief the M&C on the FY 05 performance measurement report	Nov '04			
Work with Finance to incorporate measures in the FY 06 budget	Nov '04-Jan '05			
Collect data for ICMA's measurement book	12/15/04			

PROJECT MANAGEMENT SYSTEM IMPLEMENTATION



MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Complete a draft project management tracking format	4/16/04		4/16/04	
Complete a list of projects to track and the milestones/activities for each	4/19/04		4/19/04	
* Share the draft format and project milestones with the Mayor & Council	4/26/04	5/24/04	6/1/04	
Edit the format, projects, & milestones based on M&C feedback	5/5/04	6/7/04	6/7/04	
* Communicate with the M&C about the format & approach and any needed changes	On-going		On-going	Incorporated changes to the draft suggested by M&C. Will incorporate any other suggestions after the 7/26/04 worksession.
Communicate with Dept. staff about the format & approach and any needed changes	On-going		On-going	
Schedule a quarterly report to the M&C for July	June '04		June '04	
Update the project management information and prepare a packet for the M&C	June – July '04		July '04	
* Share the first quarterly project management report with the M&C in July	7/12/04	7/26/04		
Edit the project management report based on M&C feedback	July '04	Aug '04		
* Prepare & share the second quarterly update with the M&C in October	Oct '04			
* Prepare & share the third quarterly update with the M&C in January 2005	Jan '05			

CITY HALL IMPROVEMENTS






MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
* Mayor and Council (M&C) Bid Award for Project Design	Aug '02		Aug '02	
* M&C Approve Expansion of Project Scope	Feb '03		Feb '03	Add Bouic House and Add'l Renovation Sq. Ftge.
* M&C Worksession-Space Plans	May '03		May '03	
Detailed Design Phase	May '03 – Nov '03	May '03 – March '04	May '03 – March '04	
* M&C Award Bouic House Construction Contract	Feb '04	April '04	April '04	Low bid on budget
City Hall Project Bid Advertised– Tech Quals for Contractors	March '04	April '04	April '04	
City Hall Contractors – Tech Quals – Bids Opened	05/11/04			
City Hall Contractors – Priced Construction Proposal Bid Distributed	5/4/04			To pre-qualified contractors only.
Priced Construction Bids Opened	6/16/04		July 2004	Low bid on budget
* M&C Award Construction Contract	7/12/04	7/26/04		
Notice to Proceed	7/26/04	8/9/04		
Phase A-1 Construction	7/26/04 – 10/1/04	8/9/04 – 10/15/04		Personnel Offices – Pre-Order Materials
Construction Staging Area set in Lower Lot	10/1/04	8/16/04		Approx. 27 parking spaces blocked - visitor and special parking remains
Phase 1 Construction	10/04-1/05	10/04-2/05		Atrium, Fire stair, Finance, Cable TV Info Counter, bathrooms
Phase II Construction	2/05-5/05	2/05-6/05		CPDS, I&T, R&P, Conf. Rms., M&C Chamber, lobby
Phase III Construction	6/05-9/05	6/05-10/05		Public Works

TRACKING INTERGOVERNMENTAL FUNDING REQUESTS

TC









MILESTONES/ACTIVITIES	ORIGINAL TARGET DATE	CURRENT TARGET DATE	COMPLETION DATE	NOTES
Federal FY 05 Appropriations Requests				
Request federal funds			Feb '04	
Track the request, provide info to representatives, and acknowledge representatives' support in local press	On-going			
Receive preliminary info about the request	July '04	Sept '04		Federal budget delays have pushed the schedule back
Receive notice of funding approval or disapproval	Sept – Oct '04	Oct – Dec '04		Similar to delays we experienced in the '03 and '04 cycles
Federal TEA-LU Request				
Obtain approval of the \$4 million request submitted as part of the reauthorization of the Transportation Bill (formerly TEA-21)			Prelim approval received in March '04	Request was approved, but Feds have not agreed on a funding mechanism or the total cost of the Bill - could impact amount approved for the City.
Track the request, provide info to representatives, and acknowledge representatives' support in local press	On-going			
Receive notice of funding approval or disapproval	June	Unknown		Original target date was best case scenario. May not hear until after Nov '04.
Obtain TEA-LU funds	Early 2005			Best case scenario. May not be until summer '05
State Requests				
Request FY 06 funds for Town Center	Sept '04			
Request Bond Bill funding	Jan '05			
Receive notice of Bond Bill funding	April '05			

August 2004

Project Name	Milestone to be Completed	Dept.
Goal #1		
Plan for redevelopment of the block north of Beall Ave.	Determine the format for meeting with Phase II stakeholders	CPDS
Town Center Cultural Arts Building	A/E contract awarded	Rec & Parks
Town Center Redevelopment	Record final subdivision plat Complete construction documents for public parking decks	CPDS
Town Center Traffic Calming	 Conduct public outreach	DPW
Town Center Traffic Capacity Analysis	Summarize results of the consultant study	DPW
Goal #2		
Lincoln Park Neighborhood Plan	 Presentation of plan to community Completion of final draft	CPDS
Lincoln Park Preservation Project	 First meeting with Preservation Tools Committee  Second meeting with Preservation tools Committee	CPDS
Rockville Pike Corridor Plan Review	Data collection and mapping Prepare and finalize RFP	CPDS
Twinbrook Commons Annexation and Development Approvals	* M&C acceptance of zoning text amendment	CPDS
Goal #3		
Pedestrian Safety – State & County Intersections	 Work with Traffic & Transportation Commission to recommend improvements * Worksession with M&C	DPW
Pedestrian Safety – Traffic Related Projects	Double fines in school zone on Baltimore Rd (Rockville HS) Install pedestrian signal at Rockville HS	DPW
Traffic Calming – City Wide	Watts Branch Pkwy survey & engineering Grandin Ave traffic calming	DPW
Traffic Enforcement Enhancement	Continue to implement the parking meter installation program on No. Stonestreet	Police

Goal #4		
Community-Oriented Policing	Implement National Night Out	Police
Community Outreach Activities	Review NCS programs and services in relation to M&C goals; review SOPs	NCS
	Review NCS outcome measures	
Property Maintenance/Code Enforcement	Place articles in the Twinbrook Comm Assoc newsletter	NCS
	Distribute "Check Your Home" book in East Rockville and the south side of Veirs Mill Rd.	
	Activities to reduce recidivism	
Goal #5		
City Hall Improvements	Issue notice to proceed	Rec & Parks
Performance Measurement	Collect first round of data for the FY 05 report	CMO
	* Share info with the M&C on how other governing bodies use measures	
	Identify higher level measures to report regularly to the M&C and a process for reporting	
Project Management	Edit the July project management report based on M&C feedback	CMO





September 2004



Project Name	Milestone to be Completed	Dept.
Goal #1		
Plan for redevelopment of the block north of Beall Ave.	 Set up meeting with Phase II stakeholders	CPDS
Rockville Town Center Metro Redevelopment	Develop and review alternatives	CPDS
Stonestreet Ave Corridor Redevelopment Project	 Draft plan with committees  Presentation of preliminary draft plan at public forum  Presentation of preliminary draft changes at public forum	CPDS
Town Center Redevelopment	Library pad delivery	CPDS
Town Center Traffic Capacity Analysis	Assess impact of ICC, Wootton Pkwy, Gude interchanges Calculate the impacts and summarize the results of the Town Center traffic capacity analysis	DPW
Town Center Public Art Planning	 Art in Town Center Task Force – focus on permanent art projects * M&C approval of CAC temporary art implementation plan	Rec & Parks
Goal #2		
Lincoln Park Neighborhood Plan	 Public outreach program  Planning Commission public hearing	CPDS
Redevelopment in the Twinbrook Metro Area	 Community issues survey/focus group Receive RFP responses, conduct interviews	CPDS
Reforestation requirements review & revision	* M&C worksession on proposed ordinance changes	Rec & Parks
Rockville Pike Corridor Plan Review	M&C Worksessions Advertise RFP	CPDS
Twinbrook Commons Annexation and Development Approvals	* M&C authorization to file CMA, intro of resolution to enlarge corporate limits, and adopt resolution to set public hearing date	CPDS

Twinbrook Metro Area Sector Plan (M-NCPPC)	Public meetings on potential plan scenarios	CPDS
Twinbrook Neighborhood Plan	Survey of existing conditions/data collection Conduct outreach to target community groups	CPDS
Zoning Ordinance review	* M&C/PC discussion regarding process, outcomes, etc Hire planner and secretary Retain attorney Release RFP	CPDS
Goal #3		
Millennium Trail South	Construction bid opening	Rec & Parks
Pedestrian Safety – Infrastructure Projects	Complete construction of Nelson Street, Mannakee St, and MD28/Great Falls Rd. improvements	DPW
Pedestrian Safety – Traffic Related Projects	Phase 1 of city wide crosswalks hatching/enhancements	DPW
Traffic Enforcement Enhancement	Initiative Phase III parking meter installation program on No Stonestreet	Police
Goal #4		
Community Outreach Activities	Mentoring program for Twinbrook ES Assist Asian community with registration for English classes ESOL support for Asian students at Wootton HS Assess collaborative opportunities with schools Research best practices in outreach (programs, staffing, structure)	NCS
King Farm Park	Final phase I bid drawings complete	Rec & Parks
Property Maintenance/Code Enforcement	Work more closely with other organizations (Christmas in April, RISE, County Weatherization Program) to reduce time allowed for code corrections	NCS
West Rockville Recreation Center	Advertise RFP for design consultant Hold pre-proposal meeting Receive proposals	Rec & Parks

Goal #5		
Performance Measurement	<p>Investigate the possibility of doing internal audits of measures</p> <p>Organize a workshop for program managers involved in performance measurement</p> <p>Collect second round of data for the FY 05 report</p>	CMO
Tracking Intergovernmental Funding Requests	<p>Receive preliminary info about federal requests</p> <p>Request FY 06 funds for Town Center from the State</p>	CMO

October 2004

Project Name	Milestone to be Completed	
Goal #1		
Plan for redevelopment of the block north of Beall Ave.	 Planning Commission consideration of plan	CPDS
Town Center Cultural Arts Building	A/E Design Team finalized MOU with RAP for fundraising and other commitments	Rec & Parks
Town Center Redevelopment	Complete bond documents for parking district Complete parking deck building permits Parking decks GMP and execute public parking contract * M&C approval of Block 3A – Retail/RAP Issue condo permits for Block 4	CPDS
Town Center Traffic Calming	Specify locations for Town Center traffic calming projects	DPW
Goal #2		
Lincoln Park Neighborhood Plan	 Planning Commission approval of plan * M&C public hearing	CPDS
Lincoln Park Preservation Project	 Community consensus meeting	CPDS
Redevelopment in the Twinbrook Metro Area	Select finalist among contract consultants; award contract Prepare public outreach report Design and develop web page	CPDS
Reforestation requirements review & revision	Revise proposed ordinance changes per M&C input	Rec & Parks
Rockville Pike Corridor Plan Review	Receive proposals Conduct interviews	CPDS
Twinbrook Commons Annexation and Development Approvals	* M&C Worksession  Planning Commission public hearing and recommendation on ZTA, CMA, and annexation	CPDS

Twinbrook Neighborhood Plan	 Hold first community meeting Solicit task force participants	CPDS
Zoning Ordinance review	 Establish Task Force	CPDS
Goal #3		
Pedestrian Safety – Infrastructure Projects	Complete construction of the MD 28/MD 189 improvements Conduct the public process for the Beall ES sidewalk installation Complete construction of the Mannakee St sidewalk	DPW
Traffic Calming – City Wide	Complete Hurley Ave road narrowing and Baltimore Rd/Woodburn Rd traffic calming	DPW
Goal #4		
Study of Initiatives to Expand Senior and Affordable Housing	* Share information with the M&C on how other jurisdictions are addressing affordable housing needs	CPDS
West Rockville Rec Center	* M&C award contract Notice to proceed to consultant	Rec & Parks
Goal #5		
City Hall Improvements	Complete Phase A-1 construction	Rec & Parks
Performance Measurement	Compile and edit the performance measurement report	CMO
Project Management	Prepare and share the second quarterly update with the M&C	CMO
Tracking Intergovernmental Funding Requests	Receive notice of funding approval or disapproval for Federal FY 05 appropriations requests	CMO

Status of 2002 – 2003 Goals and Action Items

2002-03 Goals and Action Items	Summer 2004 Status
Vibrant Town Center	
<p>Town Center Development Agreement Completed</p> <ul style="list-style-type: none"> • Rockville Library Design • Town Center Financial Participation: County, State, Federal • Town Center Parking District Strategy: Plan and Approval 	<p>On-going through current Goal #1: Create a Vibrant Town Center</p> <ul style="list-style-type: none"> • Rockville Library design complete • \$12 million County and partial State financial participation secured. Tracking progress on Federal funding decisions • Parking District Strategy completed
<p>Future Town Center Development</p> <ul style="list-style-type: none"> • Maryland Avenue alignment north of Beall • Foster development of RCI property • Redevelopment strategy for North Stonestreet Ave. • Redevelopment of WMATA property 	<p>On-going through current Goal #1: Create a Vibrant Town Center</p> <ul style="list-style-type: none"> • Developing a vision and plan for the redevelopment of the block north of Beall Ave. • Developer filed an application to build apartment units, ground level retail and parking. Staff is reviewing the application • Developing an implementation strategy study for Stonestreet • Participating in the study of the redevelopment of the WMATA property. Will submit an RFP next year
Better Mobility	
<ul style="list-style-type: none"> • Pedestrian Safety Action Plan 2002 • Adequate Public Facilities Ordinance (APFO) • Cut Through Traffic Strategy: problem evaluation and action plan • Shuttle Service: Town Center pilot and plan for expansion • Bikeway Master Plan Implementation 	<ul style="list-style-type: none"> • Pedestrian Safety Action Plan completed • APFO on-going through current Goal #2: Ensure New Development Citywide Enhances Rockville's Quality of Life • Pedestrian and traffic safety projects on-going through current Goal #3: Improve Pedestrian & Traffic Safety • Town Center shuttle service during construction implemented. Post-construction shuttle in planning, and included in current Goal #1: Create a Vibrant Town Center • Bikeway Master Plan implementation in progress

Superior City Services	
<ul style="list-style-type: none"> • E-Government: IT investments, web improvements, searchable website, online payments • Police Services: Evaluation and future direction • City Space: Analysis of plans and options, future direction with funding • Organization and Management Audits: process and direction • Customer Service and CSR process review 	<ul style="list-style-type: none"> • E-government initiatives complete • Police Services study completed. • City space analysis complete with City Hall construction beginning this fall and a Police Station project in the CIP • Organization and management audits replaced with other reviews and analysis • CSR process review complete and mandatory City-wide customer service training in progress
Strengthened Neighborhoods	
<ul style="list-style-type: none"> • Neighborhood Plans (Lincoln Park, East Rockville) • Land use and Zoning Ordinance changes • Moore Drive Redevelopment • Code Enforcement: Problem analysis, outcome, and upgraded code and program 	<ul style="list-style-type: none"> • East Rockville Neighborhood Plan complete. Lincoln Park Neighborhood Plan in progress • Zoning Ordinance changes on-going through current Goal #2: Ensure New Development Citywide Enhances Rockville's Quality of Life • Moore Drive redevelopment in progress • Code Enforcement analysis and adjustments on-going through current Goal #4: Strengthen Rockville's Neighborhoods and Sense of Community
Rockville: Community Identity and Pride	
<ul style="list-style-type: none"> • Charter Review: election process • Campaign Policy: evaluation and revisions • Boards and Commissions: Evaluation, purposes, processes • Neighborhood and Civic Association: strategy for working together, with the City of Rockville • Preserving historic properties 	<ul style="list-style-type: none"> • Charter Review complete • Campaign Policy evaluation/revision complete • Evaluation of Boards' and Commissions' purpose and process completed • Neighborhood and Civic Association strategy complete with establishment of Alliance of Rockville Neighborhood Associations • On-going through current Goal #2: Ensure New Development Citywide Enhances Rockville's Quality of Life





City of Rockville

MEMORANDUM

July 19, 2004

TO: Catherine Tuck-Parrish, Acting City Manager

FROM: Victor Sajauskas, Supervisor of Community Enhancement/Code Enforcement 

VIA: Guerdon Stuckey, Director of Neighborhood and Community Services 

SUBJECT: Mayor and City Council Goal – *Strengthen Rockville's Neighborhoods and Sense of Community*

This memorandum is being written as a proposal for assisting in the implementation of the Mayor and Council's Goal of *Strengthen Rockville's Neighborhoods and Sense of Community*.

Part 1: Strategy to Address the Mayor and Council's Objective to protect property values and ensure a consistent level of property maintenance citywide.

Reducing Recidivism:

By utilizing the City's Permit Plan software, we can identify the properties that have been sited for code violations since 1993. After analyzing this data, we believe that the time is appropriate to take stronger measures to deal with the issue of the repeat violator. In order to assist us in taking a stronger enforcement position, we feel that it would be appropriate to issue a Municipal Citation without any warning notice for any property that has been sited during the current year for nuisance type violations, such as, high grass, junk cars, parking on grass, and trash.

Certain code issues such as driveway repairs, painting, exterior siding repair or other major type of violations should be investigated further because economic hardship can cause these types of conditions to re-occur. Resources can often be identified to assist in the abatement of these code issues.

Recommendations:

- Increase public awareness regarding code enforcement and property maintenance through Spanish and Asian translated materials, technology changes (GIS), and attendance at HOA and civic group meetings.
- Issue a Municipal Citation without a warning notice if the previous violation (weeds, trash, junk vehicles) occurred in the **same fiscal year**.
- Eliminate extensions where a property has a history of violations.
- Increase the initial Municipal Citation fines from \$100 to \$200 per violation.
- Continue to identify and maintain a "Trouble Property List."
- Implement the Division's Strategic Approach to Code Enforcement, See Part II.

Reducing the Number of Property Maintenance Violations

Using the Performance Measure data from the ICMA reports for FY 2001 thru FY 2003, we are pleased to report that there has been a decline in the total number of code violations.

ICMA places property maintenance into three categories:

- Housing violations – health and safety issues, trash issues, and general property maintenance issues (general repairs needed on the property).
- Nuisance violations – trees and branches, no license/permit, rats, vehicle control (parking on grass and unlicensed vehicles), and weeds.
- Zoning violations – overcrowding and home occupation violations.

Fiscal Year 2001 – 616 housing violation cases initiated
1096 nuisance violation cases initiated
97 zoning cases initiated
Total – 1809

Fiscal Year 2002 -- 627 housing violation cases reported
949 nuisance violation cases reported
57 zoning cases reported
Total - 1633

Fiscal Year 2003 - 641 housing violation cases reported
471 nuisance violation cases reported
86 zoning cases reported
Total – 1198

Recommendations:

- Educate and inform the public of code issues via Rockville Reports, the City's Cable Channel, other newspapers especially those printed in Spanish or Asian languages and by attending Neighborhood Association meetings.
- Continue the Department's Outreach Strategy of better understanding the needs and concerns of our communities.
- Continue Department's Outreach Strategy for different cultural groups.
- Implement Strategic Neighborhood Exterior Inspection Policy (this will be defined in Part 11 of this memorandum).

Time Required to Resolve Property Maintenance Violations:

Some residents argue that the City has been too lenient on code enforcement in an effort to provide a friendlier more community-oriented approach. Other residents believe that the City has been too stringent. The level of leniency desired is critical in determining the level of enforcement.

Different types of violations require a certain amount of time to abate. Currently we are allowing 10 days for trash, weeds, vehicle control, pruning bushes, and 30 days for repairs and painting. Extensions are granted depending on the reasons stated by the occupant/owner. In addition, cases that are referred to Court increase the time by a minimum of 60 days.

Some factors that may influence the time restraints on code enforcement are; age of occupant, financial cost, different cultural habits, age of the house, and the amount of repair work that needs to be performed.

Recommendations:

- Maintain the current time allowed for abatement, 10 days for trash/ weeds and 30 days for repairs.
- Work more closely with the non-profit sector, e.g., Community Ministries of Rockville and Rebuilding Together (Christmas in April).

- Increase the City's contribution to Community Development Block Grant Program. (Tax rebates could be provided for major repairs similar to the rehab of a historic property.
- Provide funds to hire a contractor for Court Ordered repairs (painting, siding repairs)
- Notify neighborhoods and communities that a property has major code violations and that Code Enforcement Division is active in enforcement. This can be done by posting signs at the property and providing the information on the City Web page.
- Work with Neighborhood Associations to identify community volunteers to assist neighbors in maintaining their properties.

Part 11 – Strategic Neighborhood Exterior Inspection Program

Effective June 1, 2004, The Division of Community Enhancement and Code Enforcement initiated the **Neighborhood Exterior Inspections Program**.

Three inspectors assigned to the Community Enhancement Program will inspect all of the residential properties in the City within an 18-month period. The City was divided into three Phases and each Phase was then divided into areas. There are a total of 44 areas. Each area has a scheduled start up and completion date for the exterior inspections. These dates will be rolled over when the last area is inspected. See attached map designating the areas.

For major code violations such as abandoned automobiles, junk vehicles, parking on grass, trash, major painting, house/shed/fence repairs, and driveway repairs, a written notice will be sent and/or left at the property for correction with follow up inspections. For minor issues such as house numbers, pruning, small amount trash, minor downspout repair, minor painting (small section of a cornice), or minor driveway repairs, a reminder will be left at the property for the occupants to correct. No follow up inspection will be conducted on these.

An inspection report sheet will be used to list the date the inspection occurred, property inspected, condition of property (poor, fair, good) and any actions taken by staff. We will be developing a database system to manage this process and to analyze trends.

In an ongoing outreach effort, staff will attend neighborhood and community meetings (including those with different cultural groups) to inform residents of the upcoming inspections and to distribute publications on code issues.

All complaints will still be investigated within a 24-hour period. Also, all other referrals and other inspector-generated cases will be continued.

Initially, we expect an increase in the number of property maintenance violations reported. After the initial round of inspections, however, there should be a decline in reported cases as well as complaints received.

Phase I:

This phase consists of Twinbrook, East Rockville, Lincoln Park, Burgundy Knolls, Burgundy Estates, and all other areas East of Route 355. See attached City map.

These neighborhoods were selected for Phase I because of the aging housing stock and because this area has the most reported and observed violations as compared with other sections in the City.

This area should be completed in a 10-month period. The area is designated in "yellow" on the attached map.

Phase II:

This Phase consist of areas west of Route 270, King Farm and surrounding area.

This area was selected for Phase II because the area has been without an assigned inspector for several months. Since the areas in Phase II are in relatively good condition, this should be completed in 3 months. Phase II is designated "pink" on the attached map.

Phase III:

This area includes everything south of Gude Drive, between Route 355 and Route 270. This area is estimated to be completed in a 5-month period. It is designated in "orange" on the attached map.

Implementation of Inspection Program

Inspectors started this process on June 1, 2004 with Phase I. The time frame for completion of inspections for all phases will be June 1, 2004 to November 30, 2005 a total of 18 months.

Phase I 10 Months	Areas	Dates
2004	1	June 1-18
	2	June 21-July 2
	3	July 5-23
	4	July 26-Aug 13
	5	Aug 16-27
	6	Aug 30-Oct 1
	7	Sept 20-Oct 1
	8	Oct 4-15
	9	Oct 4-15
	10	Oct 18-Nov 5
	11	Nov 8-19
	12	Nov 22-Dec 10
	13	Dec 13-31
2005	14	Jan 3-14
	15	Jan 17-28
	16	Jan 31-Feb 11
	17	Feb 14-Mar 4
	18	Mar 7-18
	19	Mar 21-31
	20	Mar 21-31
	21	Mar 21-31

Phase II 3 Months	Areas	Dates
2005	22	April 4-15
	23	April 4-15
	24	April 18-29
	25	April 18-29
	26	April 18-29
	27	May 2-13
	28	May 2-13
	29	May 2-13
	30	May 16-27
	31	May 16-27
	32	May 30-June 10
	33	June 13-30
	34	June 13-30

Phase III 5 Months	Areas	Dates
2005	35	July 1-15
	36	July 18-Aug 5
	37	July 18-Aug 5
	38	Aug 8-26
	39	Aug 8-26
	40	Aug 29-Sept 16
	41	Sept 19-Oct 7
	42	Oct 10-28
	43	Oct 31-Nov 30
	44	Oct 31-Nov 30

This program will assist in the Mayor and Council's Goal for Strengthening Rockville's Neighborhoods and Sense of Community. Through its implementation, as proposed, we believe that this division can ensure a better quality of life, a safer environment, more cordial relations with neighborhoods, and improved conditions of an aging housing stock. Quarterly analysis will be done to determine how the program is progressing. The initial review will take place in late August 2004.